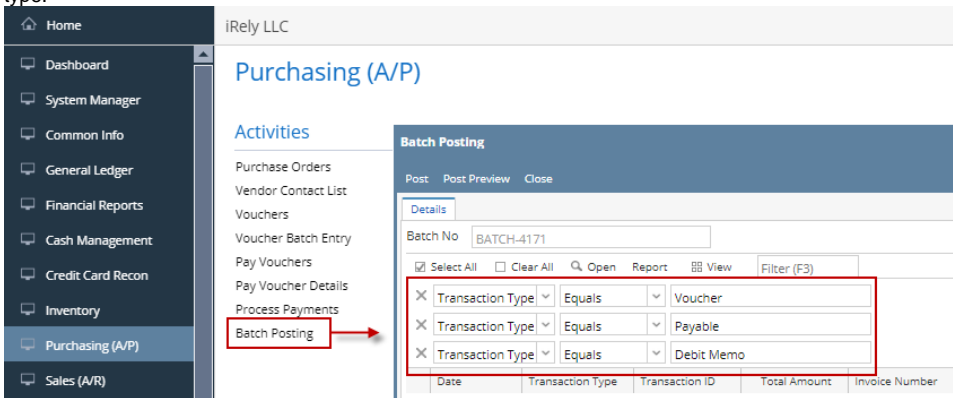


# How To Batch Post Purchasing Transactions

Here are the steps on how to batch post transactions using the **Batch Posting** screen shown above:

1. Click **Purchasing (A/P)** from the main menu and click on **Batch Posting** under Activities list to open the screen.
2. Since the screen is opened under Purchasing module, transactions will be filtered by default by **Voucher**, **Payable** and **Debit Memo** transaction type.

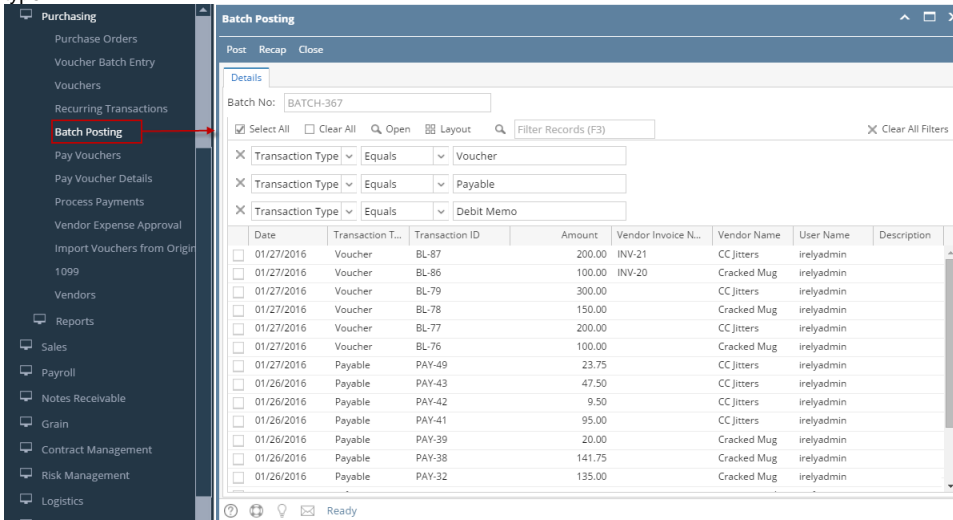


If "Allow User to only Post Transactions they created" option from User Security is turned On for the User, the transactions created by other users will NOT be displayed on the grid. See [How to Set User to Only Post Transactions they Created in Users Screen](#)

3. Select the transactions you want to post and then click **Post** button. **Batch Posting Details** screen will open showing if selected transaction failed or is successfully posted.

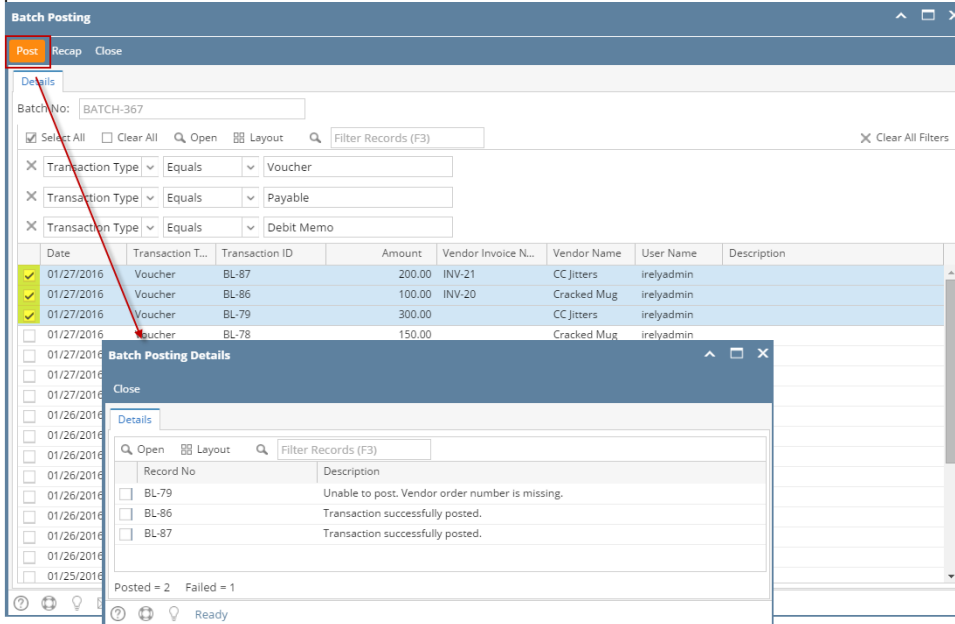
Here are the steps on how to batch post transactions using the **Batch Posting** screen shown above:

1. Expand **Purchasing** menu and click on **Batch Posting** to open the screen.
2. Since the screen is opened under Purchasing module, transactions will be filtered by default by **Voucher**, **Payable** and **Debit Memo** transaction type.



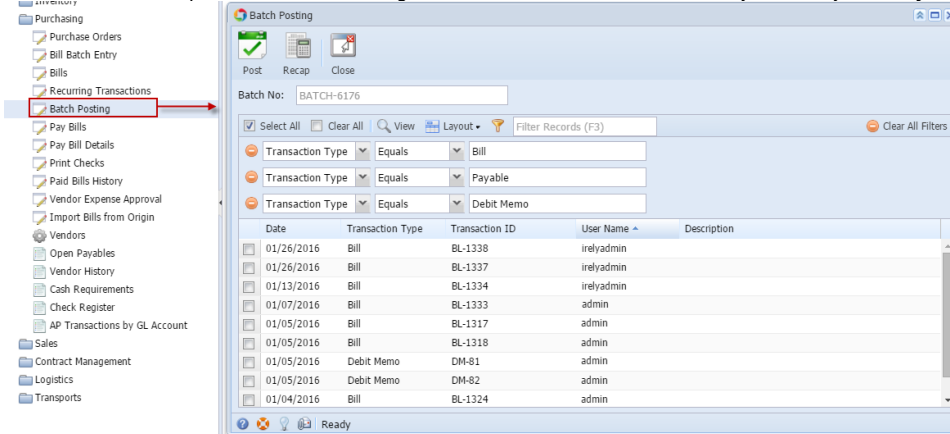
If "Allow User to only Post Transactions they created" option from User Security is turned On for the User, changing of user is not allowed. See [How to Set User to Only Post Transactions they Created in Users Screen](#)

3. Select the transaction and then click **Post** button. **Batch Posting Details** screen will open showing if selected transaction failed or is successfully posted.



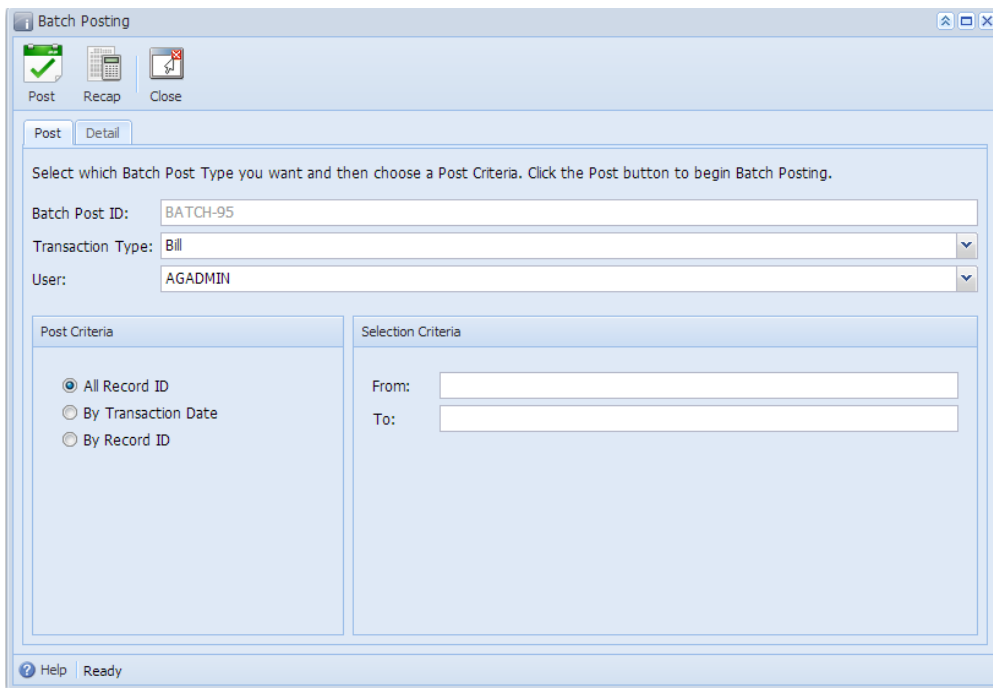
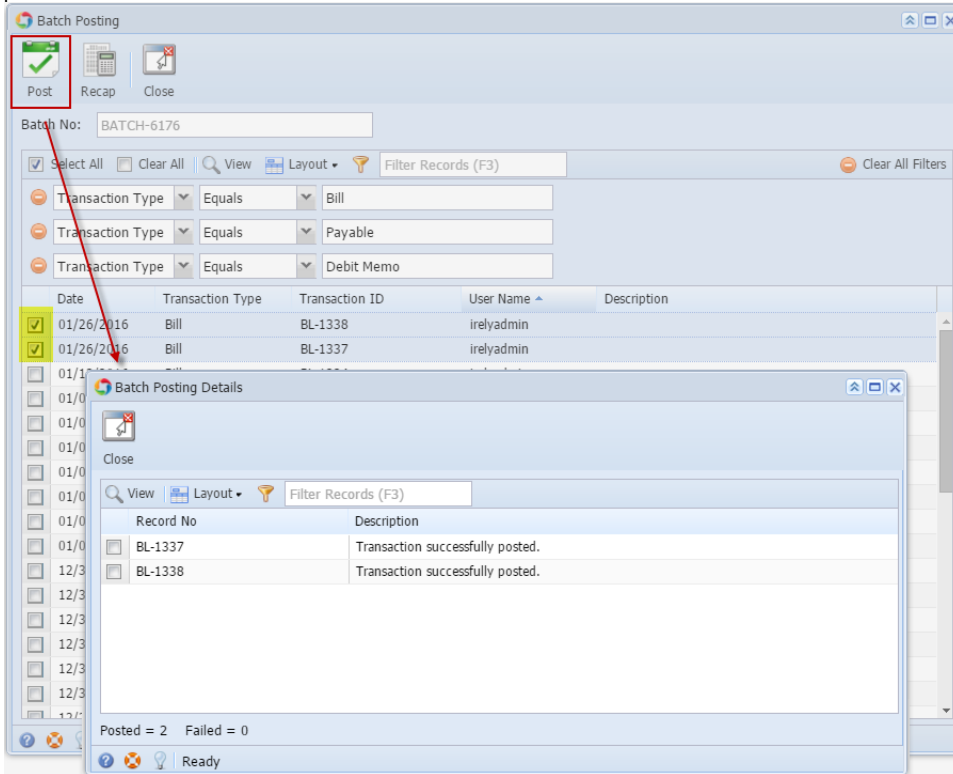
Here are the steps on how to batch post transactions using the **Batch Posting** screen shown above:

1. Expand **Purchasing** menu and click on **Batch Posting** to open the screen.
2. Since the screen is opened under Purchasing module, transactions will be filtered by default by **Bill**, **Payable** and **Debit Memo** transaction type.



**!** If "Allow User to only Post Transactions they created" option from User Security is turned On for the User, changing of user is not allowed. See [How to Set User to Only Post Transactions they Created in Users Screen](#)

3. Select the transaction and then click **Post** button. **Batch Posting Details** screen will open showing if selected transaction failed or is successfully posted.



Here are the steps on how to batch post transactions using the **Batch Posting** screen shown above:

1. Open Batch Posting screen by clicking **Batch Posting** from **Accounts Payable > Activities** menu.
2. By default, **Transaction Type** is set to **Bill**. Click on the combo box button and select different type if you are going to batch post different transaction types.
3. **User Name** by default is set to the user you are currently logged in. To change user, click on the combo box button and select different user from the combo box list.



If "Allow User to only Post Transactions they created" option from User Security is turned On for the User, changing of user is not allowed. See [How to Set User to Only Post Transactions they Created in Users Screen](#)

#### 4. Set the Post Criteria.

##### Batch posting All Record ID

- a. If **All Record ID** is selected, all unposted journals under the selected type as long as it is balanced will be displayed on the **Details** tab.

The Batch Posting window is shown with the 'Post' tab selected. The 'Post Criteria' section has 'All Record ID' selected. The 'Selection Criteria' section is empty. The 'Details' tab shows a list of bills with columns: Bill Id, Vendor Id, Name, and Total.

Bill Id	Vendor Id	Name	Total
BL-1	0000000001	Sample Company	1450
BL-7	0000000001	Sample Company	500
BL-8	0000000002	Sample Vendor	250.5
BL-11	0000000002	Sample Vendor	600
BL-12	0000000001	Sample Company	560

##### Batch Posting by Transaction Date

- a. If **By Transaction Date** is selected, you have to enter From and To Date on **Selection Criteria** panel.  
b. Click on the combo box button and select **From** and **To Date** from the mini calendar screen or manually enter dates. In this scenario, all transactions within the selected date range will be displayed on the **Details** tab.

The Batch Posting window is shown with the 'Post' tab selected. The 'Post Criteria' section has 'By Transaction Date' selected. The 'Selection Criteria' section has 'From: 04/15/2014' and 'To: 04/16/2014' entered. The 'Details' tab shows a list of bills with columns: Bill Id, Vendor Id, Name, and Total.

Bill Id	Vendor Id	Name	Total
BL-1	0000000001	Sample Company	1450
BL-7	0000000001	Sample Company	500
BL-8	0000000002	Sample Vendor	250.5

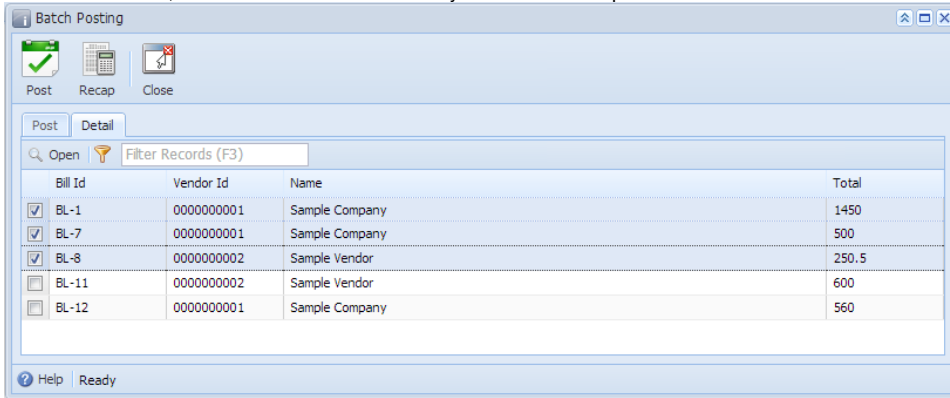
##### Batch Posting by Record ID

- a. If **By Record ID** is selected, you have to enter **From** and **To Journal ID** on **Selection Criteria** panel.  
b. Click on the combo box button to open the combo box where you can select unposted transactions from the list. In this scenario, all transactions within the selected Journal ID range will be displayed in the **Details** tab.

The Batch Posting window is shown with the 'Post' tab selected. The 'Post Criteria' section has 'By Record ID' selected. The 'Selection Criteria' section has 'From: BL-11' and 'To: BL-12' entered. The 'Details' tab shows a list of bills with columns: Bill Id, Vendor Id, Name, and Total.

Bill Id	Vendor Id	Name	Total
BL-11	0000000002	Sample Vendor	600
BL-12	0000000001	Sample Company	560

5. On the **Details** tab, check the filtered transactions you want to batch post and click **Post** toolbar button.

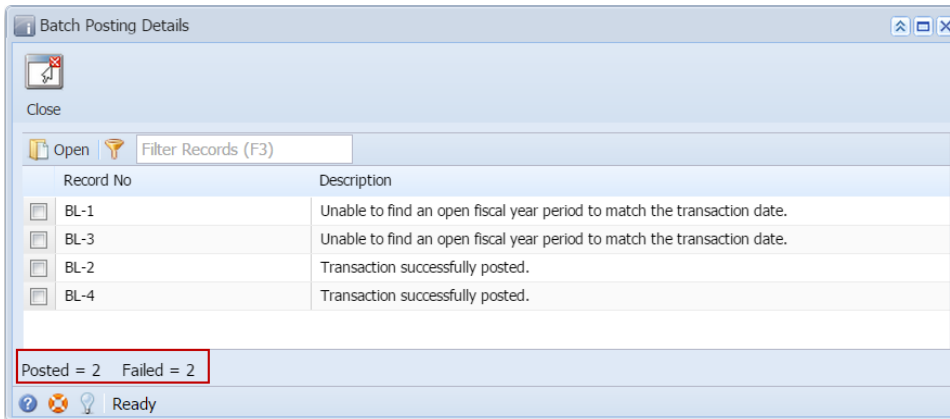


The **Batch Posting** window has a toolbar with **Post**, **Recap**, and **Close** buttons. Below the toolbar are tabs for **Post** and **Detail**. The **Detail** tab is active, showing a search bar with **Open** and **Filter Records (F3)**. Below the search bar is a table with the following data:

	Bill Id	Vendor Id	Name	Total
<input checked="" type="checkbox"/>	BL-1	0000000001	Sample Company	1450
<input checked="" type="checkbox"/>	BL-7	0000000001	Sample Company	500
<input checked="" type="checkbox"/>	BL-8	0000000002	Sample Vendor	250.5
<input type="checkbox"/>	BL-11	0000000002	Sample Vendor	600
<input type="checkbox"/>	BL-12	0000000001	Sample Company	560

At the bottom of the window, there is a status bar with **Help** and **Ready**.

6. After batch posting has been completed, **Batch Posting Details** screen will open showing how many transactions were posted and how many fails.



The **Batch Posting Details** window has a **Close** button. Below it is a search bar with **Open** and **Filter Records (F3)**. Below the search bar is a table with the following data:

Record No	Description
<input type="checkbox"/> BL-1	Unable to find an open fiscal year period to match the transaction date.
<input type="checkbox"/> BL-3	Unable to find an open fiscal year period to match the transaction date.
<input type="checkbox"/> BL-2	Transaction successfully posted.
<input type="checkbox"/> BL-4	Transaction successfully posted.

Below the table, there is a summary bar with **Posted = 2** and **Failed = 2**. At the bottom of the window, there is a status bar with **Ready**.